

Norfolk County Retirement System

Job Posting

Title

Compliance Officer

About NCRS

The Norfolk County Retirement System (“NCRS”) is a multi-employer mandatory defined benefit plan, governed under Massachusetts state law, for most full-time public employees working or retired from one of its member units within Norfolk County. NCRS is overseen by a five (5) member board of trustees.

Summary of Responsibilities

Under the direction of the Executive Director, the Compliance Officer will provide legal counsel to the Retirement Board on all matters relevant to their duties and obligations as fiduciaries of NCRS, participate in the development and promulgation of NCRS policy, regulations and interpretative materials, advise the Executive Director and staff on the proper interpretation and implementation of G.L. c.32, related administrative regulations and administrative or judicial orders and decisions, and contract issues. The Compliance Officer will also create, implement, oversee, and evaluate all levels of communication with active and retired members, employer units, retirement systems, regulatory agency, advisory council and the general public. Further, the Compliance Officer serves as a liaison with outside legal counsel, investment advisors, regulatory agency, and vendors. The Compliance Officer will also fill the duties of the Records Access Officer.

Responsibilities

Collaborate with the Executive Director to ensure the Retirement System is fully compliant with G.L. c. 32 and promotes a clear, concise and effective level of communication with its members.

- Participate in preparation of member requests, applications and supporting materials for review by the Board.
- Review proposed worker’s compensation lump sum agreements and domestic relations orders.
- Review and implement domestic relations orders.
- Maintain familiarity with all public employee retirement legislation, regulations, and judicial and administrative decisions, in Massachusetts and other jurisdictions that may affect the Board, its policies, or administration of the system.
- Assist in informing the Board and staff on a regular basis of legislative and regulatory developments.
- Communicate legal requirements and Board policy to members, attorneys, constituency groups and other retirement boards.
- Identify and, when appropriate, implement communication initiatives.

- Initiate, revise and maintain external and internal communication policies and procedures.
- Identify and promote generational base level of communication.
- Monitor and update the Retirement System's website.
- Create, issue and distribute the Retirement System's newsletter.
- Update and distribute educational materials.
- Draft and coordinate posting of Request for Proposals.
- Review responses to Request for Proposals.
- Coordinate and develop mass mailings as required, such as, but not limited to, member annuity statements, annual retiree affidavits and elections.
- Coordinate educational seminars and workshops.
- Review, develop and, when necessary, create internal communications for the Retirement System staff and its Board Members.
- Respond to request for public records in accordance with the public records law.

Qualifications

- Jurist Doctorate degree
- 10 –12 years of legal experience
- Working knowledge of Massachusetts General Laws Chapter 32 or defined benefit plans
- 3-5 years' experience working with or for public retirement system(s) within Massachusetts
- Ability to follow instructions and function independently within prescribed deadlines.
- Excellent verbal and written skills
- Ability to work in small office environment.

This information has been designed to indicate the general nature and level of work performed by employees in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications.

Working Conditions

Office setting with:

- Ability to lift up to 15 pounds.
- Ability to perform administrative duties, such as, but not limited to, typing, filing, bending over to low files, reaching for high files.
- Ability to sit for extended time periods.
- Ability to express and exchange ideas by means of written and spoken word.
- Expected to use computer, printer, calculator, telephone, photocopier, fax, scanner and other office equipment as required.

Work Schedule: 8:00AM to 4:00PM Monday through Friday.

Salary Range

Commensurate with experience

Application Deadline

Open until filled.

To Apply for this Position

Please provide a resume and letter of interest to:

Kathleen Kiely-Becchetti, Executive Director at kkb@norfolkcrs.com – email submission must provide job title in the subject matter of the email.